



INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED
Fields **REQUIRED** for Active status denoted in **BOLD WITH (*)**.
Italicized fields will be auto-filled from public records, if available.

North Texas Real Estate Information Systems, Inc.

Commercial Data Input Form**LISTING INFORMATION***** Property Type**

- ☐ COM - Lease
☐ COM - Sale
☐ COM - Sale or Lease (Either)
☐ COM - Sale/Leaseback (Both)

*** Listing Type**

- ☐ Exclusive Right to Sell/Lease
☐ EA with Reservations
☐ ER with Reservations
☐ Exclusive Agency

*** Building Use**

- ☐ Automotive
☐ Bar/Taverns
☐ Beauty/Barber
☐ Building Services
☐ Church
☐ Designed Historical Bldg.
☐ Food Service
☐ Historical District
☐ Hotel/Motel
☐ Industrial
☐ Laundromat
☐ Medical
☐ Office
☐ Office/Warehouse
☐ Other
☐ Restaurant
☐ Retail
☐ Schools
☐ Storage Warehouse
☐ Wholesale

*** # Units**

*** Multiple Zoning**

- ☐ Yes
☐ No

*** Multi Parcel ID**

- ☐ Yes
☐ No

Senior Community

- ☐ Yes
☐ No

*** Inclusions**

- ☐ Building Only
☐ Business
☐ Franchise
☐ Furniture
☐ Inventory
☐ Land & Improvements
☐ Land Only
☐ Machinery
☐ Other

*** Stories**

*** Zoning**

*** Will Subdivide**

- ☐ No
☐ Subdivided
☐ Yes

Lease Length

*** Construction Status**

- ☐ New Construction - Complete
☐ New Construction - Incomplete
☐ Preowned
☐ Proposed
☐ Unknown

Construction

- ☐ Block
☐ Brick
☐ Common Wall
☐ Concrete
☐ Fiber Cement
☐ Frame/Brick Trim
☐ Glass
☐ Log
☐ Metal
☐ Other
☐ Rock/Stone
☐ Siding
☐ Steel
☐ Stucco
☐ Tilt Wall
☐ Vinyl Siding
☐ Wood

*** Building Sqft**

*** Building Sqft Source**

- ☐ Appraiser
☐ Building Plan
☐ Other Documentation
☐ Owner
☐ Tax

Business Name

*** List Price**

Low Price

*** List Date**

*** Expire Date**

*** Year Built**

*** Gross Sqft**

*** Parcel ID**

Additional Parcel ID

LOCATION INFORMATION*** Street/Box Number**

Street Direction

*** Street Name**

Street Type

Street Directional Suffix

Unit #

*** State**

*** County/Parish**

*** City**

*** Zip**

Zip + 4

Country

Lot

Block

*** Subdivision**

Lake Name

*** Area**

Planned Development

*** Sub Area**

Additional Legal



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Commercial Data Input Form

Features

Property Association

- ☐ Assoc. Dues Mandatory
☐ Association Dues Optional
☐ Parking Fees

Freight Doors

- ☐ Dock/Grade
☐ Dock/High
☐ Grade Level
☐ Grade/Rail
☐ Loading Dock
☐ No Dock
☐ Other
☐ Pit Dock
☐ Rail
☐ Ramp Dock
☐ Slip

*** Roof**

- ☐ Built-Up
☐ Composition
☐ Concrete
☐ Fiber Cement
☐ Metal
☐ Other
☐ Overlay
☐ Shake Metal
☐ Tar/Gravel
☐ Tile/Slate
☐ Wood Shake
☐ Wood Shingle

Security Features

- ☐ Burglar
☐ Carbon Monoxide Detector
☐ Exterior Security Light(s)
☐ Fire Sprinkler System
☐ Fire/Smoke
☐ Firewall(s)
☐ Leased
☐ Monitored
☐ Other
☐ Owned
☐ Pre-Wired
☐ Smoke Detector
☐ Unknown
☐ Wireless

Owner Pays

- ☐ Accounting/Legal
☐ Common Area
☐ Electric
☐ Gas
☐ Insurance
☐ Lawn Care
☐ License/Permits
☐ Maintenance
☐ Management
☐ None
☐ Other
☐ Parking
☐ Payroll
☐ Pool Service
☐ Reserves
☐ Supplies
☐ Taxes
☐ Water/Sewer/Trash

*** Walls**

- ☐ Brick
☐ Cement
☐ Cement Block
☐ Metal
☐ Other
☐ Paneling
☐ Papered
☐ Plaster
☐ Textured
☐ Unfinished

*** Flooring**

- ☐ Brick/Adobe
☐ Carpet
☐ Ceramic Tile
☐ Concrete
☐ Laminate
☐ Luxury Vinyl Plank
☐ Marble
☐ Other
☐ Parquet
☐ Slate
☐ Stone
☐ Terrazzo
☐ Vinyl
☐ Wood
☐ Wood Under Carpet
☐ Travertine Stone

*** Features**

- ☐ Columns
☐ Computer Ready
☐ Cooler/Freezer
☐ Elevator
☐ Escalator
☐ Fenced Outside Storage
☐ Fire Alarm
☐ Fire Sprinklers
☐ Firewalls
☐ Floor Drains
☐ Freight Elevator
☐ Inside Storage
☐ Living Areas
☐ Loading Dock
☐ Multi-User
☐ Open Span
☐ Other
☐ Outside Storage
☐ Rail Served
☐ Security Lighting
☐ Security System
☐ Shelving
☐ Single User
☐ Smart Building
☐ Telephone
☐ Truck Bay
☐ Yard Sprinklers

*** Tenant Pays**

- ☐ Alarm Monitor Fee
☐ All Utilities
☐ Electric
☐ Gas
☐ HOA User Fees
☐ Maintenance Room
☐ Other
☐ Pool/Spa Service
☐ Renters Insurance
☐ Sewer
☐ Water
☐ Yard Care

Topography

- ☐ Bottom
☐ Brush
☐ Cedar
☐ Cleared
☐ Flood Plain
☐ Gullies
☐ Hilly
☐ Level
☐ Mesquite
☐ Need Fill
☐ Oak
☐ Other
☐ Pine
☐ Rolling
☐ Rugged
☐ Shinnery
☐ Sloped
☐ Steep
☐ Varied

*** Foundation**

- ☐ Basement
☐ Bois D'Arc Post
☐ Other
☐ Pier & Beam
☐ Pier & Beam Slab
☐ Pilings
☐ Slab

*** Ceiling Height**

- ☐ 11 to 14 Feet
☐ 15 to 20 Feet
☐ 8 to 10 Feet
☐ Less than 8 Ft
☐ More than 20 Feet
☐ Other
☐ Suspended

*** Parking Features**

- ☐ 2-Car Double Doors
☐ 2-Car Single Doors
☐ Area Assigned
☐ Assigned Garage
☐ Assigned Spaces
☐ Attached
☐ Circle Drive
☐ Common Garage
☐ Common Lot
☐ Covered
☐ Detached
☐ Epoxy Flooring
☐ Fenced Assigned Lot
☐ Fenced Open Lot
☐ Front
☐ Garage
☐ Garage Conversion
☐ Garage Door Opener
☐ Garage Under Building
☐ Golf Cart Garage
☐ Has Sink in Garage
☐ Individual Carport
☐ None
☐ On Street
☐ Open
☐ Open and Unassigned Garage
☐ Opener
☐ Other
☐ Other Parking/Garage

- ☐ Outside Entry
☐ Oversized
☐ Pay Parking Garage
☐ Pay Parking Lot
☐ Porte-Cochere
☐ Rear
☐ Shared Carport
☐ Shared Garage
☐ Side
☐ Swing Drive
☐ Tandem Style
☐ Unassigned Spaces
☐ Uncovered
☐ Valet
☐ Workbench

Road Frontage Desc

- ☐ Asphalt
☐ City
☐ Concrete
☐ County
☐ Curbs/Gutters
☐ Dirt
☐ FM Road
☐ Gravel/Rock
☐ Interest
☐ Interstate
☐ None
☐ Oil & Screen
☐ Other
☐ Private
☐ Road Easement
☐ Sidewalk
☐ State
☐ Storm Sewer
☐ U.S. Highway

Special Notes

- ☐ Aerial Photo
☐ Affordable Housing
☐ Age-Restricted
☐ Build to Suit
☐ Deed Restrictions
☐ Deep Hole Test
☐ Environ. Study Complete
☐ Feasibility Study Available
☐ Flood Plain
☐ Flowage Easement
☐ Highline
☐ Historical
☐ HUD
☐ Inland/Wetland Restrictions
☐ Meets ADA Guidelines
☐ Other
☐ Owner/Agent
☐ Perc Test
☐ Phase I Complete
☐ Phase II Complete
☐ Pipeline
☐ Res. Service Contract
☐ Right of First Refusal
☐ Section 8 Qualified
☐ Special Assessments
☐ Special Contracts/Provisions
☐ Survey Available
☐ Utility Easement
☐ Verify Flood Insurance
☐ Verify Rollback Tax
☐ Verify Tax Exemptions



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Commercial Data Input Form**LOT INFORMATION***** Lot Size**

*** Lot Size Source**

- ☐ Appraiser
☐ Building Plan
☐ Other Documentation
☐ Tax

Waterfront

- ☐ Yes
☐ No

Waterfront Features

- ☐ Boat Dock w/Lift
☐ Boat Dock w/Slip
☐ Canal (Man Made)
☐ Dock - Covered
☐ Dock - Enclosed
☐ Dock - Uncovered
☐ Lake Front
☐ Lake Front - Common Area
☐ Lake Front - Corps of Engineers
☐ Lake Front - Main Body
☐ Leasehold

- ☐ Personal Watercraft Lift
☐ Retaining Wall - Concrete
☐ Retaining Wall - Other
☐ Retaining Wall - Steel
☐ Retaining Wall - Wood
☐ River Front
☐ Water Board Authority - HOA
☐ Water Board Authority - Private

*** Lot Size Units**

- ☐ Acres
☐ Sq Ft

Lake Pump

- ☐ Yes
☐ No

Lot Dimensions

Road Frontage

Platted Waterfront Boundary

*** Lot Size/Acreage**

- ☐ Less Than .5 Acre (not Zero)
☐ .5 Acre to .99 Acre
☐ 1 Acre to 2.99 Acres
☐ 3 Acres to 4.99 Acres
☐ 5 Acres to 9.99 Acres
☐ 10 Acres to 49.99 Acres
☐ 50 Acres to 100 Acres
☐ Over 100 Acres
☐ Condo/Townhome Lot
☐ Zero Lot

Dock Permitted

- ☐ Yes
☐ No

UTILITY INFORMATION*** Street/Utilities**

- ☐ Aerobic Septic
☐ All Weather Road
☐ Alley
☐ Asphalt
☐ City Sewer
☐ City Water
☐ Co-op Membership Included
☐ Co-op Water
☐ Community Mailbox
☐ Concrete
☐ Curbs
☐ Dirt
☐ Gravel/Rock
☐ Individual Gas Meter
☐ Individual Water Meter
☐ Master Gas Meter
☐ Master Water Meter
☐ MUD Sewer

- ☐ MUD Water
☐ No City Services
☐ No Sewer
☐ No Water
☐ None
☐ Other
☐ Outside City Limits
☐ Overhead Utilities
☐ Private Road
☐ Private Sewer
☐ Private Water
☐ Septic
☐ Sewer Tap Fee Paid
☐ Sidewalk
☐ Underground Utilities
☐ Unincorporated
☐ Water Tap Fee Paid
☐ Well

*** Heating/Cooling**

- ☐ Additional Water Heater(s)
☐ Central Air-Electric
☐ Central Air-Gas
☐ Central Heat-Electric
☐ Central Heat-Gas
☐ Electrostatic Air Filter
☐ Evaporation
☐ Gas Jets
☐ Geotherm
☐ Heat Pump
☐ Humidifier
☐ No Air
☐ No Heat
☐ Other
☐ Panel/Floor/Wall
☐ Propane
☐ Solar
☐ Space Heater
☐ Window Unit
☐ Zoned

*** MUD District**

- ☐ Yes ☐ No

ENVIRONMENT INFORMATION**Energy Efficiency**

- ☐ Drought Tolerant Plants
☐ Energy Recovery Ventilator
☐ Enhanced Air Filtration
☐ ET Irrigation Control
☐ Geo-thermal HVAC
☐ Low Flow Commode
☐ Low Flow Fixtures
☐ Mechanical Fresh Air
☐ Rain/Freeze Sensors
☐ Rain Water Catchment
☐ Recirculating Hot Water
☐ Solar Electric System - Leased
☐ Solar Electric System - Owned
☐ Solar Hot Water
☐ Wind Power

Green Certification

- ☐ Energy Star Certified
☐ Green Built N. TX
☐ HERS 0-85
☐ HERS 101+
☐ HERS 86-100
☐ HERS Rated
☐ LEED Certified
☐ LEED Gold
☐ LEED Platinum
☐ LEED Silver
☐ NGBP-National Green

Green Features

- ☐ 12 inch+ Attic Insulation
☐ 13-15 SEER AC
☐ 16+ SEER AC
☐ 90% Efficient Furnace
☐ Attic Fan
☐ Ceiling Fans
☐ Dehumidifier
☐ Double Pane Windows
☐ Electric Water Heater
☐ Energy Star Appliances
☐ Foam Insulation
☐ Gas Water Heater
☐ High Efficiency Water Heater
☐ Insulated Doors
☐ Low E Windows
☐ Other
☐ Programmable Thermostat

- ☐ Radiant Barrier
☐ Smart Electric Meter
☐ Solar Panels
☐ Solar Screens
☐ Storm Door(s)
☐ Storm Window(s)
☐ Tankless Water Heater
☐ Thermo Windows
☐ Tinted Windows
☐ Turbines
☐ Variable Speed HVAC
☐ Ventilator



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Commercial Data Input Form**FINANCIAL INFORMATION**

Proposed Financing

- ☐ Assumable Loan
☐ Bond Money
☐ Cash
☐ Contact Agent
☐ Conventional
☐ Conventional Assumable
☐ Escalating
☐ Federal Land Bank
☐ FHA
☐ FHA Assumable
☐ FHA-203K
☐ Fixed
☐ FMHA
☐ Lease Purchase
☐ Not Assumable
☐ Other
☐ Owner Carry First
☐ Owner Carry Second
☐ Private Assumable
☐ Release Liability Req'd
☐ Texas Vet
☐ Trade/Exchange
☐ TX VET Assumable
☐ USDA
☐ VA
☐ VA Assumable
☐ VA Reinstatement Req'd

*** Gross Income**

*** Net Income**

*** Annual Expenses**

Tot Annual Exp Inc

- ☐ Accounting/Legal
☐ Common Area
☐ Electric
☐ Gas
☐ Insurance
☐ Lawn Care
☐ License/Permits
☐ Maintenance
☐ Management
☐ None
☐ Other
☐ Parking
☐ Payroll
☐ Pool Service
☐ Reserves
☐ Supplies
☐ Taxes
☐ Water/Sewer/Trash

*** Possession**

- ☐ 30-60 Days
☐ 60-90 Days
☐ Closing/Funding
☐ Lease Outstanding
☐ Negotiable
☐ Other
☐ Specific Date
☐ Subject to Lease
☐ Upon Completion

Income/Expense Src

- ☐ Accountant
☐ Limited Information
☐ None
☐ Other
☐ Owner
☐ ProForma/Projected
☐ Tax Return
☐ Utility Company

Possible Short Sale

- ☐ Yes
☐ No

*** Loan Type**

- ☐ Assumable Non Qualifying
☐ Assumable Qualifying
☐ Treat as Clear

Payment Type

- ☐ Other
☐ Principal & Interest
☐ Principal, Int. & Ins.
☐ Principal, Int. & Taxes
☐ Principal, Int. Taxes & Ins.

Payment

Balance

Mortgage Interest Rate

Orig Mtg Date

*** 2nd Mortgage**

- ☐ Yes
☐ No

Preferred Title Company

Title Co Phone

Title Company Location

Lender

Appraiser's Name

Unexempt Taxes

LEASE INFORMATION

Min Lease Rate (SF / MO)

*** Leaseable Sqft**

Leaseable Spaces

Lease Expiration Date

Max Lease Rate (SF / MO)

Average Monthly Lease

Spaces Leased

Occupancy Rate



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Commercial Data Input Form**AGENT & OFFICE INFORMATION**

Find an Agent

*** List Agent MLS ID**

Agent Information

Office Information

List Team ID Find

Team ID

Team Leader

Find an Agent

List Agent 2 MLS ID

Agent Information

Office Information

*** Officer Supervisor**

*** Office Supervisor License #**

Office Supervisor Phone #

COMPENSATION AND SHOWING INFORMATION*** Variable Fee**

- ☐ Yes
☐ No

*** Owner Name**

Occupancy

- ☐ Owner
☐ Tenant
☐ Vacant

Call for Appt

- ☐ Agent
☐ Builder
☐ ShowingTime - CSS
☐ Office
☐ Other
☐ Owner

*** Buyers Agency Commission**

Owner Home Phone

Occupant

*** SubAgency Commission**

Owner Alt Phone

Occupant Home Phone

CBS Code

Consent for Visitors to Record

- ☐ Audio
☐ None
☐ Video

Occupant Alt Phone

Appt Phone

Surveillance Devices Present

- ☐ Audio
☐ None
☐ Video

Appt Phone Ext

*** Keybox Type**

- ☐ Blue BT LE
☐ Blue iBox
☐ Combo
☐ SentriLock
☐ Other Not Listed
☐ None

Showing Instructions Type

- ☐ Agent Or Owner Present
☐ Appointment (Appt Svc only)
☐ Appointment Service
☐ Call - Key Box
☐ ShowingTime - CSS
☐ Combo Lock Box
☐ Contact Agent

- ☐ Courtesy Call (Appt Svc Only)
☐ Go (Appt Svc Only)
☐ Go - Key Box
☐ Go Show - No Appt. Necessary
☐ Key in Office
☐ No Lock Box
☐ No Sign on Lot
☐ Special
☐ Virtual Showing - Call Agent

*** Keybox #**

Show Instr

Shackle Code

Characters Remaining: 300

Keybox Combination Code

Secured Showing Instruction (Intra-Office)

Characters Remaining: 50

*** Seller Type**

- ☐ Builder
☐ Individual(s)
☐ Lender/REO
☐ Relo



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Commercial Data Input Form**REMARKS**

Listing will Appear on

- ☐ Members IDX Websites
- ☐ REALTOR.com
- ☐ NTREIS Translator
- ☐ Realtors Property Resource
- ☐ Syndicate Listing
- ☐ Homes.com
- ☐ Zillow

*** Allow Address Display**

- ☐ Yes
- ☐ No

*** Allow AVM**

- ☐ Yes
- ☐ No

*** Allow Comments/Reviews**

- ☐ Yes
- ☐ No

*** Allow Internet Display**

- ☐ Yes
- ☐ No

*** Public Driving Directions**

Characters Remaining: 300

Property Description

Characters Remaining: 720

Excludes

Characters Remaining: 110

Private Remarks

Characters Remaining: 300

Intra Office Remarks

Characters Remaining: 225



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Owner(s) have examined the information contained in this profile sheet and warrant that information contained herein is true and correct to the best of their knowledge.

Owner's Signature _____

Owner's Signature _____

Signed the _____ day of _____ 20 _____

NOTE: Any information changes and/or status changes should be made on a separate listing modification form and entered into the Multiple Listing Service within the time specified in the Multiple Listing Service Rules & Regulations. I certify that a written listing agreement has been executed on the above property and that it complies with the Rules & Regulations of the Multiple Listing Service.

Participant/Subscriber for Participant _____
